

NAME OF THE PARTY:

LIMITED TENDER

PREAMBLE OF TENDER:- Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu. For Internal requirement of Housekeeping services ELCOT is floating the Limited Tender to select a supplier of Housekeeping services.

Short Title used in the Tender Document:

1. **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
2. **Successful Bidder:** Successful Bidder means the Bidder who becomes Successful through the tender process.
3. **Day:** A day means a Calendar Day.

TENDER SCHEDULE

a)	TENDER NO	ELCOT/HR/LT/33836/Housekeeping Services/2024-25.
b)	Type of Tender	LIMITED TENDER – Single part bid
c)	TENDERED ITEMS	Housekeeping Services
d)	Delivery	At ELCOT (Nandanam)
e)	DUE DATE & TIME for Submission of Tenders	07.11.2024 @ 3.00 PM.
f)	OPENING DATE & TIME	07.11.2024 @ 4.00 PM.

EMD: The amount of Rs.10,000/- should be paid as EMD along with the bids. The EMD should be submitted through Demand draft drawn in favour of “Electronics Corporation of Tamil Nadu Limited”, Chennai. (or) made through RTGS as the bank details given below. Bids received after the due date will not be accepted and Bids received with insufficient EMD will be summarily rejected.

Name of the Bank & Branch	State Bank of India, Saidapet
SBI A/c No.	10610747091
IFS Code	SBIN0000912
MICR No.	600002045

MODE OF DESPATCH

Tenders should be addressed to the **GENERAL MANAGER (HR) – ELCOT** (by Designation only) 692, Anna Salai, Nandanam, Chennai – 600 035 and super scribed with the tender number and sent in sealed cover either by Registered post with acknowledgment due or in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

SCOPE OF WORK:-

1. Working hours 8.00 A.M. to 6.00 P.M. (Based on shift Basis)
2. The work should start by 8.00 A.M. on everyday and in addition to the House Keeping work the staff should carry out other miscellaneous work assigned daily by HR department.
3. Cleaning, Sweeping and Mopping entire Floor area, Rest room and common area should be done by the person for every two hours.
4. Cleaning of Toilets, Washbasins shall be done daily on hour basis during office hours.
5. Dusting & Cleaning of tables, chairs, glass doors and partitions has to be done. Colin spray shall be used for cleaning glass doors.
6. Cleaning all the Dustbins and waste paper baskets daily.
7. All blockages in wash basins and urinals shall be removed periodically.
8. Clean all the glass windows, fans, walls, railings, furnitures, fixtures etc., on regular basis.
9. Cleaning materials will be supplied by ELCOT.

WEEKLY SERVICES:-

1. Intensive Cleaning of all Toilets has to be carried out weekly once.
2. Cleaning of cupboards, window grills, file racks etc., has to be done by the house keeping persons in supervision of our employees as and when required.

MONTHLY SERVICES:-

1. Cobweb and other dirt/dust that has accumulated in the building, fan and other equipments has to be cleaned once in a month.

2. Scrubbing the entire floor area on regular basis, to remove the stains so as to avoid permanent stain markings on the floor & keep the area in spic & span condition.

DEPLOYMENT OF LABOURERS:-

1.The successful Tenderer shall deploy sufficient number of fully qualified / thoroughly trained, competent work force with skillful supervisors not below the age of eighteen at the Tenderer's own cost to ensure that the services rendered by them and the responsibilities and obligations undertaken by them are carried out to the full satisfaction of the ELCOT authorities.

2.The successful Tenderer should provide uniform to the persons sent by the company for the cleaning our office and also ensure that he / she carries his identity card with him/her always.

3.The successful Tenderer shall be responsible for settlement of any claims / dues in case of its employees sustaining injury or incur damages or any losses either to persons or properties occurring at ELCOT premises.

4.The successful Tenderer shall ensure that their employees shall be Neat, clean, healthy and without any communicable and contagious diseases

5. Relief manpower in the case of absence of the assigned person for the service shall be arranged by the successful Tenderer at no extra cost. The work should be done by the Contractor without any delay.

6.All labourers shall be covered under ESI & PF, Workman's compensation Act and other applicable labour laws prevailing now. All statutory obligations should be observed by successful Tenderer.

7.The successful Tenderer shall be responsible for the Payment of ESI & PF for their employees and no payment other than the Contract charges will be made from ELCOT.

ATTENDANCE & WORKING HOURS :-

- The Labour engaged by the successful Tenderer should be present at 8.00 a.m to get the attendance marked in the HR Department.
- The successful Tenderer shall supply labourers on all working days except Sundays, National holidays notified by ELCOT.
- **The contract is valid for a period of one year** and shall stand automatically terminated on expiry of this period unless otherwise extended by ELCOT management in writing. The contract may be extended / renewed for further period on the same terms and conditions if mutually agreed upon by both parties as per Tamil Nadu Transparency in Tender Act.

- The charges mutually agreed upon for the services to be provided are valid up to the contract period and no increase will be entertained by ELCOT during the contract period.

PAYMENT CONDITIONS:-

- Payment will be made from the second month and the first month payment will be kept as **Security Deposit** and the same will be refunded at the end of the contract.
- Every month payment will be made within 30 days from the date of receipt of the bill by way of cheque or RTGS
- **TAX:** Income tax and other taxes as applicable will be deducted as per the prevailing rate on the value of the work done, while releasing the payment.
- **PF & ESI remitted challans have to be submitted along with every month bill.**
- **PF No & ESI No of each person deployed to the office with monthly payment details are to be submitted to our office.**

Liquidated Damages and Penalty:

- (a) **Liquidated Damages:** LD at 0.25%per week is applicable on the contract (work order) value or part undelivered thereof for the delay in deployment of resources at the designated locations within 7 days from the date of selection of resources and clearance /return request /work order released by ELCOT.
- (b) **Penalty:** The contractpayment to the resources to be done (either by bank credit or cheque)on or before 10th of every month. Liquidated damages at 0.25%per day shall be levied to the total bill value for the deployment of the previous month subjectto the maximum of 10% of the total bill valuefor the deployment of the previous month.

TERMINATION OF CONTRACT :-

If the services are not satisfactory, ELCOT has every right to terminate the contract with immediate effect without any notice and payment for the pending bill will be withheld for a period of six months.

There is **no employer – employee relationship between ELCOT and the tenderer’s employees** in any way whatsoever and the successful Tenderer has to carry out their business as an independent agency

The privity of the contract exists between ELCOT and the successful Tenderer only and the successful Tenderer is **not authorized to sub – contract this work** to any other third party.

Dispute and Jurisdiction Clause

“Any dispute or difference, whatsoever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by

acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them / their representatives or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute”.

“In case the parties failed to resolve the disputes amicably within the time frame agreed and in the manner stated supra, the aggrieved party shall approach the Court in Chennai city alone to the exclusion of all other Courts to adjudicate the unresolved dispute”.

TECHNICAL BID. Part - A

Tender No : ELCOT/HR/LT/33836/Housekeeping Services/2024-25.

Documents to be submitted for:

Eligibility Criteria		
1.	Certificate of Incorporation issued by the Registrar of Companies	
2.	Document proof of Private Ltd /Public Ltd / Partnership / Proprietary should be attached	
3.	Address proof for telephone bill / EB Bill – bill for last three months of 2024.	
4.	Copies of Work Order / Invoices for minimum 3 years in Housekeeping services / manpower on contract basis as of March 31, 2024	
5.	Copies of work order / invoices for providing manpower for a continuous period of one year.	
6.	Service tax / GST registration certificate	
7.	a) Establishment Registration with PF, Code No. etc. b) ESI Registration No. for the establishment made to be attached. c) Registration with Labour Department	
8.	Undertaking letter stating that the Bidder was not blacklisted by any State / Central Govt. / Statutory Government bodies during the last three financial years.	

Note: 1. Please ensure all the relevant boxes are marked Yes/No against each column.

2. The scanned copy of all the documentary proof for the above should be attached while submitting the Technical bid.

Profile of the Company

1.	Name of the Company	
2.	Year of incorporation (Enclose Incorporation Certificate)	
3.	Nature of the Company (Registered Company)	
4.	Registered office	
	Telegraphic Address	
	Office Telephone Number	
	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
5.	Local presence at Chennai	
	Telegraphic Address	
	Office Telephone Number	
	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
6.	List of Branch Offices	
7.	Registration Details	
	Permanent Account Number	
	CST Registration Numbers	
	VAT Registration Numbers	
	Service Tax / GST Registration Number	
	PF Registration Number	
	ESI Registration Number	
	Labour Department Registration Number	
8.	Banker's Name	
	Banker's Address	
	Account Number	
	IFSC code	
	MICR code	

PRICE BID (Part –B)

Tender No. **ELCOT/HR/LT/33836/Housekeeping Services/2024-25.**

Important Note: This Price Bid should be duly filled up, signed, sealed and submitted before the due date and time.

Name of the Agency along with Address & Telephone No. :

S.No	Description of the job code of Manpower / resources	Gross Amount in INR (Rs.)	Service Charges in % (Percentage) to the OSA on the Gross Amount	Service Charges Amount to the OSA in INR (Rs.)
1	Job code: HKM – Housekeeping (Male)			
2	Job code: HKF – Housekeeping (Female)			
	Total amount			

Note:-

- **The Gross amount quoted by you should not be lesser than the minimum wages act prescribed by Chennai Collectroate.**



Contract Payment Structure for the Contract Employee through Outsourcing Contract Agency (OSA)

CATEGORY : HOUSEKEEPING SERVICES SUPPORT		
	Job code	HKM/HKF
S.No	Description	Amount (Rs.)
1	Basic Pay (70% of Gross)	
2	Allowances (30% of Gross)	
3	Gross (Basic + Allowances) (To be quoted by the bidder)	
4	Employee PF - 12% on Basic	
5	Employee ESI - 0.75% on Gross (Gross above Rs.21000/- ESI not applicable)	
6	Employer PF - 13% on Basic	
7	Employer ESI - 3.25% on Gross (Gross above Rs.21000/- ESI not applicable)	
8	CTC Amount	
9	OSA SC @ ---% on the Gross amount (To be quoted by bidder)	
10	Sub Total (CTC + OSA SC)	
11	CGST 9% on sub total amount	
12	SGST 9% on sub total amount	
13	Total Amount payable to OSA	
Any change in statutory charges and revised tender rates as applicable shall be borne by the customer department and additional amount to be paid to ELCOT.		
Note: This is an indicative working sheet with permitted minor variation only (about Rs.10/-) to ensure the “Cash on Hand plus PF” amount. The Professional tax amount shall be deducted as applicable. The OSA should issue pay details to the manpower every month.		

INFORMATION TO CUSTOMER WITH RESPECT TO CONTRACT EMPLOYEES		
a.	Nett amount to the contract manpower (credited to bank) - Gross minus Deductions for Employee PF, Employee ESI	
b.	Prof Tax per month = Slab rate / 6	
c.	Bank charges per month	
d.	Final Nett amount to the contract manpower (credited to bank) - Gross minus Deductions for Employee PF, Employee ESI, Prof. Tax and Bank Charges.	
e.	Professional Tax Amount for Six months = Gross * 6 Months	
f.	Prof Tax for Six months (Rs.0 upto 21000, Rs.135 upto 30000, Rs.315 upto 45000, Rs.690 upto 60000, Rs.1025 upto 75000 and Rs.1250 for more than 75000)	